

Application Checklist

OMB No. 3135-0112
Expires 02/28/05

For your application to be considered complete, all items must be included in your application package, which must be postmarked (or show other proof of mailing) no later than September 10, 2004. Applications that are determined to be incomplete will be returned. Please complete the checklist below to make sure that all required material has been included in your application package. This is solely for your own use. This checklist does NOT need to be included in your application package.

- Self-addressed postcard.**
- Internal Revenue Service letter that reflects the applicant's current 501(c)(3) status** and legal organization name, or the official document that identifies the applicant as a unit of state or local government, or as a federally-recognized tribal community or tribe (two copies).
- The following **Application Forms** (one set with original signatures and two copies):
 - Basic Information
 - Application Narrative
 - Make sure the Application Narrative addresses:
 - Program content.
 - Previous programming, where applicable.
 - Project timeline.
 - Broadcast/distribution/outreach plans.
 - Goals.
 - Monitoring and assessment.
 - Biographies of project personnel.
 - Rights clearances, where applicable.
 - Project Budget
 - Organization & Project Profile
- Film/video/audio samples** (one copy).
 - If a work-in-progress is submitted, a completed work (one copy).
 - If applying for a drama program or arts documentary, a sample script if available (two copies).
 - Work Sample Index
- If the project has received previous Arts Endowment support, a one-page **status report** (two copies).

SEND YOUR APPLICATION PACKAGE TO:

Application Processing
Room 815
(The Arts on Radio and Television)
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001